

SECRET

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, EE  
ATTN : EE/AH, [ ]  
FROM : Chief, Operations School, OTR

DATE: DEC 17 1967

SUBJECT: Guide to Instruction in Basic Tradecraft  
REF : Telephone conversation on 12 December between  
[ ]d CO/OS/TR.

1. Attached is copy #389 of subject document, released by the Office of Training to [ ] in response to reference request. It is understood that this copy will be pouches to the Austrian Rear Base at Munich where it will be available for use by [ ] upon his arrival there.
2. CI/OA concurs in the release of #389 of subject document to [ ] or use at Austrian Rear Base with the following stipulations:
  - a. CIA staff personnel will maintain custody of the document at all times, and it will be stored in a CIA installation with adequate physical facilities for safeguarding Secret material;
  - b. At the discretion of the field station the document may be shown to cleared agent trainees in the presence of a staff officer and under secure physical conditions;
  - c. Although copies of the document have previously been passed to certain German and Austrian services, copy #389 will not be shown to liaison personnel without specific authorization by Headquarters.
  - d. The above stipulations will be included in the dispatch transmitting copy #389 to the field;

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CENTRAL INTELLIGENCE AGENCY  
SOURCES METHODS EXEMPTION 3B2B  
NAZI WAR CRIMES DISCLOSURE ACT  
DATE 2007

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e. The tear sheet following the title page of  
the document will be removed from copy #389 before NOTE  
it leaves Headquarters.

3. It is requested that a copy of the transmittal dispatch  
be routed to CO/OS/TR for retention.

FOR THE DIRECTOR OF TRAINING:

[ ]

Enclosures:  
copy #389 of Guide

APPROVED: for

CI/CA

12-17-57

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